



Crafts Chair

Late Nite Binghamton, Office of Campus Life, Binghamton University

The Program

Late Nite Binghamton provides positive leisure opportunities to students every weekend of the academic year, during peak social hours (typically 8pm – 2am). Late Nite Binghamton is seeking a full-time undergraduate student to fulfill the role of Crafts Chair and as part of the Variety & Education Team. This individual reports directly to the Late Nite Program Coordinator (or Associate Director) and Graduate Assistants

Job Responsibilities

- Create a craft/art program for each night of Late Nite, and give instructions to the staff member who will facilitate the event on the planned night
- Organize and maintain the storage of all crafts and art supplies, as well as record a running inventory
- Work with the Marketing Team to advertise and promote all planned events
- Evaluate past events to achieve the highest quality and cost effectiveness
- Consult with the rest of the Variety & Education Team, including the Public Access Chair, to provide a diverse array of programs to students
- Work with other Late Nite programming board members, Late Nite Program Coordinator and Graduate Assistants to communicate ideas and information
- Support other Late Nite area events other than own
- Attend weekly programming board meetings and monthly staff meetings, as well as trainings as necessary
- Serve on Late Nite staff, working at least 6 nights per semester
- Other duties as assigned

Qualifications

- Full-time undergraduate student who is in good academic and judicial standing
- Must be able to commit at least 6 hours per week (to include meetings and office hours)
- Exceptional attention to detail and ability to meet deadlines
- Ability to work with agents/vendors, negotiate, and work within a budget
- Ability to manage multiple projects efficiently and accurately
- Excellent verbal and written interpersonal communication skills
- Ability to work with others and work independently to complete assigned tasks
- Familiarity with popular culture
- Positive attitude, open mind, and sense of humor are a plus!

Term of employment

1 academic year, renewable

Compensation

\$500/semester, plus additional hourly pay for weekend nights worked

Application Process

Please send a cover letter and a resume to:

Andrea Cronkrite, Late Nite Program Coordinator
Office of Campus Life, UU145

acronkri@binghamton.edu

Phone: 607 777-2811, Fax: 607 777-281

Website: <http://latenite.binghamton.edu>